

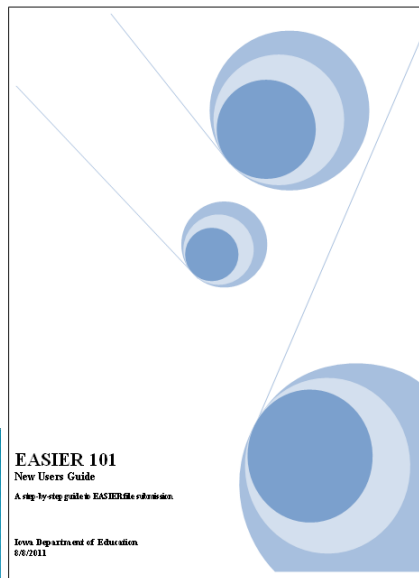
# EASIER 101

## New Users

### Public and Nonpublic Schools

Disclaimer: All student names and ID numbers are fictional.  
Any resemblance to an actual person is purely coincidental.

Educateiowa.gov > Data & Statistics > Data Reporting > EASIER  
EASIER 101 New Users – Manual



# The EASIER Web Application

- ▶ Opening the Web Site
- ▶ Logging Into the Applications Server
- ▶ Application Menu
- ▶ File Processing
- ▶ Errors and Warnings
- ▶ Viewing Reports
- ▶ Review and Certify



## OPENING THE WEB SITE

- ▶ The Iowa Department of Education EASIER data upload site can be found at the following URL:
- ▶ <https://www.edinfo.state.ia.us>



# Logging in

Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows Highlights - Iowa Dep...

**Iowa Department of Education**

**IDOE Web Application Server**

**This Site Is Secured By Encryption**  
**DO NOT USE YOUR REFRESH, BACK, OR FORWARD BROWSER BUTTONS WHILE USING THIS WEBSITE!**  
 Please enter a Login ID/Password and click on the submit button.

Login ID

Password

If you have forgotten your password, please enter your email address in the Login ID field and click on the Forgot Password button.

\*\*\*Attention Child Nutrition Program Customers\*\*\*  
 For those trying to access CNP2000, please use the following hyperlink <https://www.edinfo.state.ia.us/CNP/Splash.asp>.  
 Once at this website, please be sure to bookmark page or save to Favorites.

Select correct submission session and year:

**Iowa Department of Education**

APPLICATION MENU

Login: PaulMiller3 User: Paul Miller State De Processing Des Moines, Ia

APPLICATION	STATUS	DUE DATE
<input type="button" value="Dropout Report"/>	Available	12/15/2011
<input type="button" value="PEACE/Supplementary Weighting Preview"/>	Available	8/19/2012
<input type="button" value="Project EASIER Fall 2010"/>	Available	
<input type="button" value="Project EASIER Fall 2011"/>	Available	10/17/2011
<input type="button" value="Project EASIER Spring 2011"/>	Available	
<input type="button" value="Project EASIER Spring 2012"/>	Available	6/20/2012
<input type="button" value="Project EASIER Winter 10-11"/>	Available	
<input type="button" value="Project EASIER Winter 11-12"/>	Available	1/31/2012
<input type="button" value="SBRC Application via EASIER"/>	Available	12/1/2011
<input type="button" value="Exit"/>		

# EASIER Main Menu

## ► Summer Contact

### EASIER Application Menu

**District is Not Certified**

The certification deadline for Spring 2012 EASIER is Wednesday, June 20, 2012.

Remember to keep your contact information current for the Project EASIER, BEDS, and State ID systems. Access this information from the Application Menu under "EASIER/BEDS/ID Contact Persons".

**Please provide contact information for EASIER data issues during summer break**

Name:

Phone:

Email:

1. [Submit File](#)
2. [Edit, Review, and Approve File Data](#)
3. [Review and Certify District Data](#)
4. [View Supplementary Weighting](#)

#### Software Status

Click links below to view issues

[Approved to Submit Files](#)

[Administrator's Plus version 2.0.75](#)

[Infinite Campus 2012M1130 or E1130](#)

[JMC 4.1, build 092201 or later](#)

[PowerSchool Fall/Spring Submission Report Version 5.8](#)

[School Matrix](#)

[Vendor Development](#)

[Pinnacle](#)

[Schoolmaster Network Edition - 5.50c, District Edition - 1.50c](#)

[Modify vendor status](#)

# EASIER Main Menu

## ► Steps for completing submission

### EASIER Application Menu

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## EASIER Main Menu

- Step 4 is only for public districts

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*Vendor Development*  
[Pinnacle](#)  
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[Modify vendor status](#)

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[School Matrix](#)

*Vendor Development*  
[Pinnacle](#)  
[Schoolmaster Network Edition - 5.50c, District Edition - 1.50c](#)

[Modify vendor status](#)

## Select file to submit (upload)

**EASIER - Submit File**

Select Your File:

[Browse...](#)

[Upload Selected File](#)

Please click the Upload button only once.  
Upload time may vary depending on the size of the file being submitted.

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## Series of data checking

**EASIER - Upload Result**

**EASIER - Reading Student Records**

**EASIER - Validation**

## EASIER - File Error

The following error has been found with File ID 15: Invalid Header in File

Please contact the Department of Education for assistance.

[Main Menu](#)



For assistance, contact:

[Margie Hanson](#) 515-281-3214

[Rachel Kruse](#) 515-281-4153

[Gary Kirchhoff](#) 515-281-6278

Any available consultant: 515-242-5976

If using JMC, do you have a build of 092211 or later?  
 If using JMC, did you select 'Create File for Dept of Education' under the EASIER drop down menu?  
 Did you open text file before submitting to EASIER?

# All goes well

## EASIER - Upload Result

Your file "XY School.txt" has been received and has been assigned **File ID 2676**.  
 Your file is now ready to be loaded into the EASIER system.

Click "Continue" below to move to the next step, or you will be automatically forwarded to the next step in 2 minutes.

[Continue to Next Step ▶](#)

All Errors must be corrected before file level reports can be viewed.

**EASIER - File Summary (File ID 2676)**

**School District**

**Error and Warning List**

<b>View and Correct</b>	<b>Data Validation Errors</b>	<b>1</b>
<b>View and Correct</b>	<b>Data Validation Warnings</b>	<b>17</b>

◦ Review your errors and warnings
 

- Modify your data to address the errors or warnings using the "View and Correct" buttons above
- After modifying your data, you must repeat validation to check your file again
- You must address all errors to continue to the next step
- If you have more than 30 errors of any type, you must submit a new file after modifying the data in your student information system

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[Abandon this File](#)
[Repeat Data Validation](#)

**Records Summary**

<b>View</b>	Schools	9
<b>View</b>	Students	3728
<b>View</b>	Courses	511
<b>View</b>	Suspensions / Expulsions	964
<b>View</b>	Program Indicators / Data Elements...	

◦ Review the brief summary of the data in your file
 

- Click the "View" buttons to see detailed listings in each category
- If you no longer wish to work with this file, you may abandon it
- Once you have addressed all errors above, you may continue to the next step

[Back to Previous Page](#)
[Abandon this File](#)
[Fix Errors to Continue](#)

Errors are separated into three categories

**EASIER - View and Correct Errors**

Errors are generated during Data Validation if data in your file is missing or invalid. The Error Descriptions on the following pages identify the fields creating these errors.

Errors must be corrected to continue processing this file.

<b>View and Correct</b>	Errors Related to Student Demographic Data
<b>View and Correct</b>	Errors Related to Curriculum Data
<b>View and Correct</b>	Errors Related to Enrollment Records

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# Student Demographics

## EASIER - View and Correct Student Demographic Data Errors

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### Errors Related to Student Demographic Data

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
8105	12341234	68	Bird, Red	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	43214321	454	Cane, Candy	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value ▾
8105	23452345	82	Cat, Siamese	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	54325432	552	Doe, Jane	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value ▾
8105		203	Smith, John	State Student ID must be a valid 10-digit number		<input type="text"/>

[Save the New Values](#)

# Student Demographics

## EASIER - View and Correct Student Demographic Data Errors

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### Errors Related to Student Demographic Data

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
8105	12341234	68	Bird, Red	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	43214321	454	Cane, Candy	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value ▾
8105	23452345	82	Cat, Siamese	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	54325432	552	Doe, Jane	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value ▾
8105		203	Smith, John	State Student ID must be a valid 10-digit number		<input type="text"/>

[Save the New Values](#)

Clicking into a student will show all of the demographic indicators for the student.

Data Element	Current Value		Ne
<b>Basic Student Information</b>			
State Student ID			
School Number			
Local Student ID	454		
Birth Date	01/18/1996	01/18/1996	<a href="#">Select Date</a>
Grade Level	09	(09) Ninth	
Hispanic	0	(0) No	
American Indian or Alaska Native	0	(0) No	
Asian	0	(0) No	
Black or African American	0	(0) No	
Native Hawaiian or Other Pacific Islander	0	(0) No	
White	0	(0) No	
Gender	M	(M) Male	
Homeroom Teacher Folder Number			
Entry Date into District	08/22/2001	08/22/2001	<a href="#">Select Date</a>

## Errors are separated into three categories

### EASIER - View and Correct Errors

Errors are generated during Data Validation if data in your file is missing or invalid. The Error Descriptions on the following pages identify the fields creating these errors.

Errors must be corrected to continue processing this file.

<a href="#">View and Correct</a>	Errors Related to Student Demographic Data
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<a href="#">View and Correct</a>	Errors Related to Enrollment Records

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# Courses

## EASIER - View And Correct Course Errors

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### Errors Related to Courses

School	Local Course Number	Local Course Name		Error Description	Value	New Value
8105	10011NH	College Composition and Speech II	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10013NH	College Art Appreciation	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10033NH	College Sports Nutrition	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	1008NH	College Composition II	<a href="#">Details</a>	Common Course Number is not valid	0001	<input type="text" value="0001"/>
8105	1009NH	College Composition I	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	3000NH	College Field Experience & Seminar	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	37NH	College Int Teaching	<a href="#">Details</a>	Common Course Number is missing for college-credit course provided by a community college		<input type="text"/>
8105	37NH	College Int Teaching	<a href="#">Details</a>	SCED Carnegie Unit must be greater than 0.00 for Course Origination 2, 3, 4, 5, 6, 7, 8, 9, or 10	19151c00000	<input type="text" value="19151c00000"/>

# Courses

## EASIER - View And Correct Course Errors

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### Errors Related to Courses

School	Local Course Number	Local Course Name		Error Description	Value	New Value
8105	10011NH	College Composition and Speech II	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10013NH	College Art Appreciation	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10033NH	College Sports Nutrition	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	1008NH	College Composition II	<a href="#">Details</a>	Common Course Number is not valid	0001	<input type="text" value="0001"/>
8105	1009NH	College Composition I	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	3000NH	College Field Experience & Seminar	<a href="#">Details</a>	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	37NH	College Int Teaching	<a href="#">Details</a>	Common Course Number is missing for college-credit course provided by a community college		<input type="text"/>
8105	37NH	College Int Teaching	<a href="#">Details</a>	SCED Carnegie Unit must be greater than 0.00 for Course Origination 2, 3, 4, 5, 6, 7, 8, 9, or 10	19151c00000	<input type="text" value="19151c00000"/>

Clicking on Details will show all of the information associated with a course.

Course Information						
School	Local Course Number	Local Course Title	Common Course Number	Accreditation Program Area	Course Origination	SCED Course Code
8105	10011NH	College Composition and Speech II		0	1	0

[Modify](#)

Section Information						
Local Course Section	Section Start Indicator	Section Teacher Folder Number	Institution Providing Section	Section FTE for Supplementary Weighting	Section Delivery Method	
1	0	198742	4131	0.000		

## Errors are separated into three categories

### EASIER - View and Correct Errors

Errors are generated during Data Validation if data in your file is missing or invalid. The Error Descriptions on the following pages identify the fields creating these errors.

Errors must be corrected to continue processing this file.

<a href="#">View and Correct ▶</a>	Errors Related to Student Demographic Data
<a href="#">View and Correct ▶</a>	Errors Related to Curriculum Data
<a href="#">View and Correct ▶</a>	Errors Related to Enrollment Records

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# Enrollment

## EASIER - View and Correct Enrollment Record Errors

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### Errors Related to Enrollment Records

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
8105	23452160	11160	Cone, Candy	Days Enrolled cannot be 0 for a student with an FTE > 0.00 whose Enrollment Period has not ended	0	<input type="text" value="0"/>
8105	23452160	11160	Cone, Candy	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	23452160	11160	Cone, Candy	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	23452160	11160	Cone, Candy	Exit Date is required when Exit Code is present		<input type="text"/>
8105	23452160	11160	Cone, Candy	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	23452160	11160	Cone, Candy	Resident County must be a valid 2-digit number		<input type="text" value="Please Select a Value"/>
8105	43214454	11656	Carpet, Blue	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	23452382	11664	Cat, Siamese	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	54325452	11688	Doe, Jane	Entry Date cannot precede Entry Date into District	01/27/2011	<input type="text" value="01/27/2011"/>
8105	76547669	11669	Smith, John	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	34563451	351	Squirrel, Red	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>

[Save the New Values](#)

## Multiple errors – one problem?

## EASIER - View and Correct Enrollment Record Errors

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### Errors Related to Enrollment Records

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
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8105	23452160	11160	Cone, Candy	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
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8105	23452160	11160	Cone, Candy	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	23452160	11160	Cone, Candy	Resident County must be a valid 2-digit number		<input type="text" value="Please Select a Value"/>
8105	43214454	11656	Carpet, Blue	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
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8105	76547669	11669	Smith, John	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	34563451	351	Squirrel, Red	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>

[Save the New Values](#)

Clicking into Details will show all of the enrollment information associated with the student.

School	State Student ID	Local Student ID	Student Name	Entry Date	Entry Code	CPI Dual Enrollment	FTE	Days Enrolled	Days Present	Days Unexcused
8105	43214454	11160	Cane, Candy	08/17/2010	1	99	1.00	179	168.0	0
<a href="#">Modify</a>	8105	43214454	Cane, Candy	08/17/2010	1	99	1.00	0	0.0	0

## Also view Warnings

Warnings may or may not need to be corrected depending upon your district's situation.

Warnings will not prevent you from continuing on with your file.

**EASIER - File Summary (File ID 2676)**

**XYZ School District**

**Error and Warning List**

<a href="#">View and Correct</a>	Data Validation Errors	1
<a href="#">View and Correct</a>	Data Validation Warnings	17

○ Review your errors and warnings
 

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[Abandon this File](#)
[Repeat Data Validation](#)

**Records Summary**

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<a href="#">View</a>	Program Indicators / Data Elements...	

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[Fix Errors to Continue](#)

## View a previously submitted file

**EASIER Application Menu**

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Name:   
 Phone:   
 Email:  [Save Contact](#)

1. [Submit File](#)  
 2. [Edit, Review, and Approve File Data](#)  
 3. [Review and Certify District Data](#)  
 4. [View Supplementary Weighting](#)

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[Pinnacle](#)  
[Schoolmaster Network Edition - 5.50c, District Edition - 1.50c](#)  
[Modify vendor status](#)

# Select file to view

Filter File List By:  
 Select view

ALL FILES: All Uploaded Files

File ID	File Name	Size	Time File Created	Time File Submitted	Current Status		SIS	Version
209	MS 7 8.txt	248862	4/19/2012 3:46:00 PM	4/19/2012 3:51:00 PM	File Checked for Errors / Warnings	<a href="#">View</a>	Infinite Campus	E 1214.1
204	MS easier.txt	118742	4/19/2012 3:36:00 PM	4/19/2012 3:37:00 PM	File Checked for Errors / Warnings	<a href="#">View</a>	Infinite Campus	E 1214.1
203	MS Assoc 6.5 hrs 2012.xlsx	15650			File Registered with EASIER	<a href="#">View</a>	No SIS Data	
201	Carey spring easier.txt	98509	4/19/2012 3:30:00 PM	4/19/2012 3:31:00 PM	File Checked for Errors / Warnings	<a href="#">View</a>	Infinite Campus	E 1214.1
200	SE Easier.txt	52460	4/19/2012 3:22:00 PM	4/19/2012 3:26:00 PM	File Checked for Errors / Warnings	<a href="#">View</a>	Infinite Campus	E 1214.1
198	WC easier spring.txt	81734	4/19/2012 3:13:00 PM	4/19/2012 3:15:00 PM	File Approved for Certification	<a href="#">View</a>	Infinite Campus	E 1214.1
157	GHS spring 2.txt	21421	4/19/2012 11:32:00 AM	4/19/2012 11:33:00 AM	File Checked for Errors / Warnings	<a href="#">View</a>	Infinite Campus	E 1214.1
146	GHS spring.txt	21415	4/19/2012 10:39:00 AM	4/19/2012 10:59:00 AM	File Abandoned	<a href="#">View</a>	Infinite Campus	E 1214.1

## "0" Errors – Continue...

### Error and Warning List

<a href="#">View and Correct</a>	Data Validation Errors	0
<a href="#">View and Correct</a>	Data Validation Warnings	8

### Records Summary

<a href="#">View</a>	Schools	1
<a href="#">View</a>	Students	347
	Courses	0
	Suspensions / Expulsions	0
<a href="#">View</a>	Program Indicators / Data Elements...	

- Review the brief summary of the data in your file
  - Click the "View" buttons to see detailed listings in each category
  - If you no longer wish to work with this file, you may abandon it
  - Once you have addressed all errors above, you may continue to the next step

[Back to Previous Page](#)
[Abandon this File](#)
[Continue to Next Step](#)



# Review Reports

- You or someone needs to review
- Click on report title to view data

**EASIER - Preview BEDS Data (File ID 2673)**

**XYZ School District**

These reports reflect the data in the current file.  
IT IS IMPORTANT TO REVIEW ALL OF THESE ITEMS.  
After items have been reviewed, "Approve File" to include this file in certification.  
All data in this file is presented for review.  
Italicized items are excluded from certification.

**Teacher Data**

Homeroom Teacher Folder Number  
Section Teacher Folder Number

**Enrollment Data**

States	Details
Most Recent Enrollment Period	CPI Dual Enrollment
Entry Code - Active Students	FTE
Entry Code / Resident District	Attendance
Exit Code - Inactive Students	Days Unexcused
Exit Code / Destination Code	Resident County
Dropout	Accountable District
Enrollment Period History	Nonpublic School Number
Folder Care Claims	Folder Code
	Service Provider / Facility
	Service / Facility Type
	Receiving Educational Services
	Destination Location

**Student Data**

Quick View

Basic Student Information

Hispanic / Latino  
American Indian or Alaska Native  
Asian  
Black or African American  
Native Hawaiian or Pacific Islander  
White

You may view list of individual students by clicking on 'View Student Records' or by clicking into any subgroup

[Back to Data Preview Menu](#)

Free Lunch

Active Students and Graduates by Free Lunch

[View Student Records](#)

Yes																
Students with Code: 1																
	Hispanic		White		Black		Asian		Pacific Isl.		Nat. Amer.		2+ Races		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Grade																
PKIEP	1														1	
PK3			1												1	
PK4			1												1	
KG		1	2	1											4	
01	1		3	2											6	
02			3	2	1	1					1				8	
03	1		2	3											6	
04			1	2		1									4	
05				1								1		1	3	
Total	3	1	13	11	1	2	0	0	0	0	1	1	0	1	34	

[View Student Records](#)

Indicators

- Charter School
- Preschool Attendance
- Free Lunch
- Reduced Lunch
- IEP
- Early Intervening Services
- Section 504
- Student Option Transfer
- Gifted / Talented
- At-Risk
- Migrant
- Homeless
- Unaccompanied Youth
- Homeless Student Served Through McKinney-Vento
- Sports Participation

Immigrant / ELL

- Primary / Native Language
- Immigrant
- ELL Status
- ELL Placement Instrument
- ELL Placement Proficiency
- ELL Instructional Program

If data is correct, click 'Approve File'

Title I Math Title I School Choice Title I Supplemental Services	Post-Graduation Location Post-Graduation Plan
<b>Services / Programs</b>	<b>Special Use</b>
21st Century Community Learning Center Preschool Program Preschool Program Standards PK Funded by Head Start PK Funded by Shared Visions PK Funded by Empowerment PK Funded by Parent PK Funded by Title I PK Funded by SWVPP PK Funded by Other SWVPP Hours SWVPP Parent Paid Tuition SWVPP Empowerment Tuition Assistance	Program 1 Program 2 Program 3
<b>Removal Data</b>	<b>Course Data</b>
Suspensions / Expulsions Removal Type Reason for Removal Weapon Type Unsafe School Choice Offense Total Days Removed by Student Students with Removals Students with No Removals Gun Free School Act Behavior Incident Number	PSEO Classes for Certified Enrollment PSEO Summary PSEO Details Courses with Section FTE Greater than 0.000
	<b>Courses by Course Origination</b>
	(0209) Middle School
	<b>9-12 Students With No Courses</b>
	(0209) Middle School

[Back to Previous Page](#)
[Abandon this File](#)
[Approve File](#)

Another quick overview of the file.  
Click 'Confirm' at the bottom of the page.

Course Data			
Students / PSEO Courses	27 / 25	1	
PSEO Classes for Certified Enrollment	0	11	

**NOTE:**

- 1 All Students
- 2 Active Students and Graduates; Entry Codes 1, 2, 3, 4, 5, 10, 11, 15, 17, 19
- 3 BEDS Entry Codes; Exit Code 27
- 4 BEDS Entry Codes; Exit Codes 4, 5, Grades 7-12
- 5 All Students; Grades PK-EP, PK-4 (Grant-Funded), PK-5 - 12
- 6 All Students; BEDS Entry Codes
- 10 All Students; BEDS Entry Codes; Grades 9-12
- 11 All Students; Entry Codes 6, 8, 9, 12, 14, 21, 23, 27, 29; Grades 9-12; Enrolled in Classes

File ID	File Name	Time File Created	Time File Submitted
33	-----in Test File.txt	4/13/2011 9:57:00 AM	4/20/2011 9:23:00 AM

[Confirm](#)
[Cancel](#)


 For assistance, contact:  
 Megan Harman 615-281-3214  
 Rachel Hume 615-281-4193  
 Debra Kitchell 615-281-4278

Any available consultant: 615-242-5976

## EASIER Main Menu

### EASIER Application Menu

**District is Not Certified**

The certification deadline for Spring 2012 EASIER is Wednesday, June 20, 2012.

Remember to keep your contact information current for the Project EASIER, BEDS, and State ID systems. Access this information from the Application Menu under "EASIER/BEDS/ID Contact Persons".

**Please provide contact information for EASIER data issues during summer break**

Name:

Phone:

Email:

1. [Submit File](#)
2. [Edit, Review, and Approve File Data](#)
3. [Review and Certify District Data](#)
4. [View Supplementary Weighting](#)

#### Software Status

Click links below to view issues

[Approved to Submit Files](#)

[Administrator's Plus version 2.0.75](#)

[Infinite Campus 2012M1130 or E1130](#)

[JMC 4.1, build 092201 or later](#)

[PowerSchool Fall/Spring Submission Report Version 5.8](#)

[School Matrix](#)

[Vendor Development](#)

[Pinnacle](#)

[Schoolmaster Network Edition - 5.50c, District Edition - 1.50c](#)

[Modify vendor status](#)

## Review and Certify District

-District wide validations are performed.

-District is unable to certify with errors.

### EASIER CERTIFICATION Spring 2011

#### XYZ School District

District is not ready for certification  
Students Transferred within District with no Additional Enrollment  
End or Change Enrollment with no Additional Enrollment  
PSEO amounts do not agree

[Please Review External Student Excess](#)

Your Spring 2011 data is compared below with data from Fall 2010.  
Requests with changes of + or - 20% from previous requests, or where totals are "N"  
below are Warnings.

If your Spring 2011 data is correct, click the checkbox under "Accept Warnings".  
To modify file data, click the Edit link in the list at the bottom of this page.  
To abandon a file, click the Abandon link and submit a new file.

Summary Information					
Reports	Description	Initial	Spring 2011	Spring 2010	Fall 2010
<b>Student Enrollment and Attendance</b>					
<a href="#">All Students</a>	ALL Students		3728		3587
<a href="#">Enrollment Status</a>	Grade level 9-12, Students with BEDS Entry Code and Graduation Status in 1	<input checked="" type="checkbox"/>	228	258	
<a href="#">Enrollment Transfer</a>	Enrollment Transfer Report is populated for Students with BEDS Entry Code AND/OR students with Exit Code = "2"				
<a href="#">Enrollment</a>	Grade level 7-12, Students with BEDS Entry Code, and Students with Exit codes of 4 and 8 AND Enrolled after 10/01/2010		22	26	
<a href="#">Building Summary</a>	Building Summary				
<a href="#">Attendance Summary</a>	Grade level 9-12, Students funded on Fall 10 Certified Enrollment and students with Entry Code 10	<input checked="" type="checkbox"/>	99.90%	99.90%	
<a href="#">Attendance Rate</a>	ALL Students, Class Enrolled and Class Present	<input checked="" type="checkbox"/>	99.90%	99.90%	
<a href="#">Students with State Unenrolled</a>	Days Unenrolled in Greater than Zero		180	744	

# Review and Certify District

–Click into 'Potential Student Errors' to view students preventing certification.

**EASIER CERTIFICATION Spring 2011**

**XYZ School District**

District is not ready for certification  
Students Transferred within District with no Additional Enrollment  
End or Change Enrollment with no Additional Enrollment  
PSEO amounts do not agree

[Certify District](#) [EASIER Application Menu](#)

[Please Review Potential Student Errors](#)

Your Spring 2011 data is compared below with data from Fall 2010.  
Reports with changes of +/- 20% from previous reports, or where totals are "0"  
below are Warnings.

If your Spring 2011 data is correct, click the checkbox under "Accept Warnings".  
To modify the data, click the Edit link in the list at the bottom of this page.  
To abandon a file, click the Abandon link and submit a new file.

Summary Information					2010
Reports	Description	Total	Spring 2011	Spring 2010	Fall 2010
<b>Student Enrollment and Attendance</b>					
<a href="#">All Students</a>	ALL Students		3728	3587	
<a href="#">GradeLevel Status</a>	Grade level 9-12: Students with BEDS Entry Code and Graduation Status is 1		228	298	
<a href="#">Service Provider/Adults</a>	Service Provider/Adult field is populated for Students with BEDS Entry Code AND/OR students with Exit Code = "2"				
<a href="#">Dropouts</a>	Grade level 7-12: Students with BEDS Entry Code, and Students with Exit codes of 4 and 6 AND Graduates after 10/01/2010		22	28	
<a href="#">Building Summary</a>	Building Summary				
<a href="#">Missing/Duplicates</a>	Grade level 9-12: Students funded on Fall 10 Certified Enrollment and students with Entry Code "15"				
<a href="#">Attendance Rate</a>	ALL Students: Over Enrolled and Over Present		95.00%	95.00%	
<a href="#">Students with Data Unrecovered</a>	Days Unrecovered is Greater than Zero		782	744	

## District will not be able to certify if students have errors.

**EASIER** Iowa Department of Education

Spring 2012

**EASIER CERTIFICATION - Missing and Duplicate Students**

**Comm School District**

**Duplicate Students**

Grade Level PK-12  
More than one student record with the same State Student ID  
reported by this district as Active, Expelled, Ill, or Interim Placed

State Student ID	School	Local Student ID	Student Name	Birth Date	Grade	Gender	Entry Code	Exit Code	File ID
No Records									

**Duplicate Graduates**

Grade Level 7-12  
More than one student record with the same State Student ID  
reported by this district with a Graduation Status of 1

State Student ID	School	Local Student ID	Student Name	Birth Date	Grade	Gender	Entry Code	Exit Code	File ID
No Records									

**Students Expected but Not Reported**

Students reported as active in the Fall data, but not represented in the Spring data  
Fall data includes Active, Expelled, Ill, or Interim Placed

# Review and Certify District

– Reports include data from all “Approved” files

–Able to view data as a district

–Able to click in and view lists of students making up each report

**EASIER CERTIFICATION Spring 2011**

**XYZ School District**

District is not ready for certification  
Students Transferred within District with no Additional Enrollment  
End or Change Enrollment with no Additional Enrollment  
PSEO amounts do not agree

[Certify District](#) [EASIER Application Menu](#)

Please Review [Potential Student Errors](#)

Your Spring 2011 data is compared below with data from Fall 2010.  
Reports with changes of +/- 20% from previous reports, or where totals are "0" below as Warnings.

If your Spring 2011 data is correct, click the checkbox under "Accept Warnings".  
To modify file data, click the Edit link in the file list at the bottom of this page.  
To abandon a file, click the Abandon link and submit a new file.

Summary Information					
Reports	Description	Detail	Spring 2011	Spring 2010	Fall 2010
<b>Student Enrollment and Attendance</b>					
<a href="#">All Students</a>	ALL Students		3728	3587	
<a href="#">Graduation Status</a>	Grade level 9-12. Students with BEDS Entry Code and Graduation Status is 1	<a href="#">Detail</a>	228	256	
<a href="#">Service Provider/Facility</a>	Service Provider/Facility field is populated for Students with BEDS Entry Code AND/OR students with Exit Code = '27'				
<a href="#">Dropouts</a>	Grade level 7-12. Students with BEDS Entry Code, and Students with Exit codes of 4 and 5 AND Enrolled after 10/01/2010		22	26	
<a href="#">Building Summary</a>	Building Summary				
<a href="#">Missing/Expenses</a>	Grade level 9-12. Students funded on Fall 10 Certified Enrollment and students with Entry Code '15'				
<a href="#">Attendance Rate</a>	ALL Students. Days Enrolled and Days Present		95.00%	95.00%	
<a href="#">Students with Data Unrecovered</a>	Days Unrecovered is Greater than Zero		762	744	

# No errors and data is correct, click 'Certify District'

**EASIER CERTIFICATION Spring 2012**

**XYZ School District**

[Certify District](#) [EASIER Application Menu](#)

Please Review [Potential Student Errors](#)

Your Spring 2011 data is compared below with data from Fall 2010.  
Reports with changes of +/- 20% from previous reports, or where totals are "0" below as Warnings.

If your Spring 2011 data is correct, click the checkbox under "Accept Warnings".  
To modify file data, click the Edit link in the file list at the bottom of this page.  
To abandon a file, click the Abandon link and submit a new file.

Summary Information						<a href="#">Save</a>
Reports	Description	Detail	Spring 2011	Spring 2010	Fall 2010	Accept Warnings
<b>Student Enrollment and Attendance</b>						
<a href="#">All Students</a>	ALL Students		3728		3587	
<a href="#">Graduation Status</a>	Grade level 9-12. Students with BEDS Entry Code and Graduation Status is 1	<a href="#">Detail</a>	228	256		
<a href="#">Service Provider/Facility</a>	Service Provider/Facility field is populated for Students with BEDS Entry Code AND/OR students with Exit Code = '27'					

## Summary

1. File is extracted from your SIS and saved on your desktop
2. Log into EdInfo - select EASIER application
3. Click on Step #1 to upload your saved file(s) into the EASIER system
4. Check and clean any validation errors (and warnings if necessary)
5. Review file reports to ensure file is complete and accurate
6. Approve file
7. Once all buildings have submitted and approved files, the district is ready to certify
8. Contact an EASIER consultant if you have any questions/concerns regarding any of the steps above

Questions?

Please contact us!

# Contacts

## Public Schools:

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